**Hat Head Surf Life Club Inc.**

**PO Box 9 Hat Head 2440**

**Welcome to Hat Head SLSC.**

**HALL HIRE AGREEMENT**

**Thank you for hiring Hat Head Surf Club Hall.**

**All money goes into equipment and running of the surf club.**

The Hat Head Surf Life Saving Club is a volunteer organisation providing volunteer surf life saving activities for the Hat Head & wider community. The Club is responsible for the maintenance of the hall and relies predominately on donated funds. Please ensure that you & your guests respect the property and the facilities when using the hall.

Please sign **2 copies** of the Agreement. Please retain a copy for yourself and provide a copy to the Hat Head SLSC.

**HALL HIRE COSTS**

For Functions:- such as Weddings, Birthday Parties & Conferences

Sorry but no 18th or 21st Birthday parties

Hired to:- General Public/Businesses/Associations/Groups

**COSTS :- $350.00 - GST inclusive – full day**

**$750.00 - GST inclusive for weekend** – Friday/Saturday/Sunday

Hire to Club Members:- **½ price**

**BOND IS $500.00**

**For Regular Use of Hall**:- such as Meetings/Sport/Exercise Programs

**COSTS:- $75.00 - GST inclusive per Day**

**School/Sporting teams/groups COST :- $7.50 per child per night**

**And $10.00 per adult per night**

**################## Bond is $500 ######################**

**Conditions of Hall Hire:-**

**Bookings for a function**

1. All bookings are subject to the General Conditions of Hire (see below)
2. A 50% deposit is required at the time of booking the hall. The balance is due no later than start of function. The Bond is also due prior to commencement of function.
3. Deposit will not be refunded if booking cancelled within 30days of booked date. The Hat Head SLSC committee can consider refunding deposit monies under extreme & unforeseen circumstances on a case-by-case basis.
4. **Functions must finish at a reasonable hour. Hat Head SLSC is not responsible for any noise complaints etc. We would hope that all hirers not only respect the premises they are using but the surrounding area and housing. The sound travels in Hat Head depending on wind conditions.**
5. **No guests are to remain/sleep in club house or grounds.**
6. **NO furniture that belongs to Hat Head SLSC is to be removed from Club House.** Should you require outdoor furniture it is suggested you provide your own?
7. The bond is payable to Hat Head SLSC Inc prior to hire, and refund after verification that the Hall and the surroundings are left in the same order and level of cleanliness prior to hire. The bond will only be returned to same person that provided it (or forwarded to another person on instruction from the person that provided bond).

HHSLSC Inc will retain all or part of Bond for the following items:-

# Chairs & tables not packed away & clean:- $50.00

# Rubbish not removed:- $50.00

# Any damage to the HALL or damage to appliances and/or equipment/fixtures/memorabilia in the hall at the time of hire (as per quote)

# Excessive cleaning requirements $25.00 per hour

# Decorations not taken down and/or removed $25.00

**Regular Bookings**

1. All bookings are subject to the General Conditions of Hire (see below)
2. A Key to the Hall will be provided to you & a tour/inspection of Hall. Please ensure that the key is safe and not used for any other purpose than providing access to the Hall at the designated booking time (unless you have permission from caretaker or Surf Club management)

If there is any unauthorised access or inappropriate use of the building and/or facilities or unauthorised use of facilities, the Hat Head SLSC Committee has the right to cancel your booking and have key returned.

1. Payment must be provided no later than the day of booking or an invoice for payment can be arranged prior.

**General Conditions of Hire**

**Applicable to all persons/businesses/group hiring the Hall for any reason**

1. Acceptance of a booking is at discretion of Hat Head SLSC Committee.
2. All Hall hire fees include power,water & kitchen use
3. No nails, staples, paint, screws or glue are to be used to hang decorations without prior permission.
4. Please be aware there is a number of Surf Club photos/memorabilia affixed to the walls. Please ensure that your guests respect the property and do not damage these items. You will be responsible for any damage and/or replacement costs for these items.
5. Seats, tables and other all fixtures must be returned to their original position before leaving premises unless otherwise arranged, before BOND returned
6. Please be aware that the fire extinguishers cannot be fixed to the wall, and so are easily stolen or misused. You are responsible for them, and will be charged for the costs of refilling or replacing them if necessary.
7. No alcohol is to be sold on the Clubhouse Premises unless a licence/permit has been obtained and all conditions of the licence must be complied with. – copy to be provided to Surf Club
8. There in **No-SMOKING** within 5 metres of the Building. This means that there is strictly no smoking permitted on the verandah, stairs or ramp entrance to hall.
9. The Public Liability of events is the Hirer’s responsibility
10. There is a maximum limit of 120 at a sit down function/regular meeting
11. No flammable gas/liquid is permitted in the hall.
12. All rubbish to be put in the garbage bins provided outside. Any excess is your responsibility to remove.

**Equipment for use inside Hall included in Hire:-**

20 rectangle tables (sit 6 at each) – **not to be taken outside**

120 black matching chairs – **not to be taken outside**

Assorted wine/champagne & scotch glasses plus matching jugs

Older chairs & tables are also available for use

BBQ on request

Use of Media equipment on request

Urn on request

**HAT HEAD SLSC AGREEMENT FOR USE OF HALL**

I declare that I accept and will abide by all the conditions in the Hat Head SLSC Hall Agreement.

Signature of Applicant.....................................................................

Name of Applicant...........................................................................

Address:-..........................................................................................

Date:- .............................................

Driver’s Licence:-.......................................

**Bond Return $500**

Name & Address:-............................................................................

Drivers Licence:-...............................................................................

Date:- ................................................................................................

Approval of Bond Return:- YES NO Partial Amount $

Caretakers Name & Signature:-.......................................................................

Committee Member:- .......................................................................................

Date:-

**Caretakers Use Date Paid........ Amount Paid...........**

**Hall Hire Date**

**Deposit Paid**

**Balance Paid**

**Bond Paid**

**Bond Refund**